



Senior Contract Officer

Department: Purchasing

Class Code: 1222

EEO Code: 22

FLSA: E

Effective: 01/12/1997

GENERAL STATEMENT OF DUTIES:

Under direction; performs work of moderate difficulty in purchasing various commodities and services for the County; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Purchases various commodities and services through direct pricing, competitive pricing, written quotations and/or competitive sealed bids and proposals for the County; establishes requirements contracts based on statistical information; develops and investigates new sources of supply and conducts formal bid openings; compiles information and bids for renewing requirements contracts; establishes new requirements contracts; prepares detailed specifications and edits restrictive specifications; reviews assigned requisitions for accuracy and completeness; interprets state and county purchasing laws; interviews sales representatives and arranges vendor presentations for County departments; visits vendor facilities as necessary; provides training and guidance to County Departments on procurement policies and procedures of the County and State codes; develops and fosters ethical working relationships with vendors; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of governmental purchasing principles, methods, practices and procedures; of supply sources, market conditions, marketing practices and pricing methods; of laws, rules and regulations affecting governmental purchasing. Considerable skill in obtaining competitive bids. Working skill in analyzing, interpreting, and evaluating technical data. Ability to communicate effectively orally and in writing; to establish effective working relationships with County personnel, vendors, and general public.

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's degree in business, public administration or marketing and three years experience in a purchasing environment; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
